

RESPONSE FORM

(Please keep a copy of this form for your records)

Probation Orientation

A separate response form is required for each individual planning to attend the Orientation. All Information must be **PRINTED** or **TYPED** and submitted. Confirmation notices will be mailed to the office address you list below so be sure to complete all information in its entirety.

COUNTY OF EMPLOYMENT _____

CURRENT ANNUAL SALARY _____

FIRST _____ MI _____ LAST _____

MAIDEN NAME _____ (if applicable)

SOCIAL SECURITY # _____ - _____ - _____ (required for processing)

POSITION/TITLE _____

DEPARTMENT NAME _____

OFFICE ADDRESS _____

CITY _____ ZIP CODE _____

OFFICE TELEPHONE _____ FAX _____

E-MAIL ADDRESS _____

CASELOAD (*circle one*) JUVENILE ADULT BOTH

EMPLOYMENT STATUS (*circle one*) FULL-TIME or PART-TIME

Part-time officers must meet a pro-rata level of both the schedule of minimum salaries standard and case classification and workload measures standards as set by the Judicial Conference of Indiana. Part-time officers attending must also have orientation expenses (room, lunch and materials) paid for by their sending county.

I affirm the attendee listed above is a full-time probation officer being paid pursuant to the minimum salary schedule or is a part-time officer that meets the above-required standards.

(Signature) Supervising Judge, Probation.

(Printed) Supervising Judge, Probation

INDIANAPOLIS, IN 46204

115 W. WASHINGTON ST.,

New Probation Officers Orientation